

.

---

**From:** O'Brien, Elisabeth (DPH)  
**Sent:** Thursday, May 26, 2011 1:42 PM  
**To:** Saunders, Della (DPH); Salemi, Charles (DPH)  
**Cc:** Nassif, Julianne (DPH)  
**Subject:** RE: Data Destruction

Did we come to an agreement on how long we are going to save data here on the premises? I know 5 years was discussed but I'm wondering if we should consider a longer length of time. I think I would lean more towards 7/8 years as space allows?

ELO

---

**From:** Saunders, Della (DPH)  
**Sent:** Thursday, May 26, 2011 1:34 PM  
**To:** Salemi, Charles (DPH); O'Brien, Elisabeth (DPH)  
**Cc:** Nassif, Julianne (DPH)  
**Subject:** Data Destruction

Good Afternoon Everyone,

On Wednesday I went to the stockroom to organize the data for archiving. There were several boxes that were over 15 years old. Paul Walsh will have this data shredded for us in June. The data to be destroyed is as follows:

Drug Receipts

2/16/89-4/28/89 319480-324966

Box #5000 1/2/92-3/26/92 384935-390532

Box #5001 2/27/92-6/23/92 390383-395612

Box #5002 6/24/92-9/19/92 395613-400352

Box #5003 9/21/92-12/3/92 400353-404691

Box #5004 12/4/92-3/3/93 404692-409292

Box # 5005 4/93-5/28/93 409293-413974

Box #5006 6/1/93-7/30/93 413975-417642

Box #5007 8/2/93-9/30/93 417643-421672

Box #5008 10/1/93-12/31/93 421673-426806

Box #5009 1/3/94-3/21/94 426853-431390

Box #5010 3/22/94-5/31/94 431391-435450

Box #5011 6/1/94-8/31/94 435451-440754

Box #5012 9/1/94-11/15/94 440755-445777

Box #5013 11/16/94-1/31/95 445778-450558

Box #5014 2/1/95-3/31/95 450559-455080

Box #5015 4/1/95-5/31/95 455081-459137

Box #5016 6/1/95-8/7/95 459138-463853

Box #5017 8/8/95-9/29/95 463854-468187

Box 5018 10/2/95-11/30-95 468188-472805

Box #5019 12/1/95-2/15/96 472806-477662

Box #5020 2/16/96-4/30/96 477663-482957

The data to be archived are arranged chronologically on pallets in the stockroom. Paul said that we can leave them there until they are ready to be archived at JFK. I'll start working in archiving chemist's data next week. Please let me know if you have any specific instructions or ideas on how to handle this.

Thanks,  
Della

